



Ledding Library Board Meeting Minutes

August 22, 2011

Ledding Library Pond House

Meeting called by: Library Board Chairperson, Tom Hogan

Library Board Members present: Tom Hogan, Mark Docken, Kay Sweetland Bower, Colleen Schacht, Ron Rasch, and Ed Zumwalt

Library staff: Joe Sandfort

Meeting Minutes

Call to order: Library Board Chairperson Tom Hogan called the meeting to order at 6:31 pm.

The minutes of the July 2011 meeting of the Library Board were approved as submitted

New business

FY2011-2012 Library Board Work Plan (LBWP): Library Board Chair Tom Hogan distributed a draft of the LBWP that he compiled from the Board discussion on July 25 and suggestions that he solicited from the Board via email. With Tom incorporating changes suggested by the Board, each section of the LBWP was discussed in detail.

In the "Accomplishments of 2010-2011" section of the LBWP, comments and revisions centered on attendance of Library Board members at neighborhood association meetings; whether or not the Board assisted with the development of downtown Milwaukie and the refining of the role that the Pond House should take in the Milwaukie community. It was decided to remove the "development" accomplishment from the LBWP. Library Board member Kay Bower offered to

develop a Pond House brochure that would both clarify the House's role and make it better known to the general public

In the "Priorities for 2011-2012" section of the LBWP, one addition is to prepare an information sheet about the library to use for presentations and education. Tom said he would like to add names to some of the of the action items. Library Board Vice Chair Mark Docken noted that it may be difficult to locate Ledding family heirs that could be thanked in accordance with the priority of "express[ing] thanks to the Ledding family for their gift to the city." Library Board member Ed Zumwalt said family members could be located. Mark then suggested that an addition to the priority could be to include a general thanks to all the people who have made major contributions to the library, including Ethel Folden, Evelyn Zanon, Dixie Hunt and to Clackamas County voters for their 2008 support of the Library District.

It was then suggested that the Poetry Series flier and several of the Library Expansion Task Force (LETF) binder documents be included as attachments to the LBWP. Joe said that he would contact Pat Duval to reserve a place on an October City Council Work Session agenda to deliver the LBWP. He and Tom would look at documents to be attached. Tom said that he would incorporate suggested changes in the final draft of the plan.

Librarian's Report: Library Director Joe Sandfort began his report by saying that the Friends of the Ledding Library held their annual "Wish list" meeting at which library staff present projects to the Friends for funding. At the meeting, the Friends approved various projects totaling over \$32,000. These projects include the First Saturday Music Series, the Summer Reading Programs for children, teens and adults and the purchase of two computer databases for library patrons. Sarah Lander was hired as a new half time reference librarian with multiple other responsibilities such as writing the library newsletter, staffing the book club and creating a Facebook page for the library. In addition, on call reference and children's librarians were hired. On August 18, representatives of Nature First Pest Control provided training to the library staff on dealing with bedbugs; on August 20, the library was treated by the company. A plaque in honor of library volunteer Stan Ross was placed on the bench in front of the Pond House. Joe then said that he will be on vacation from September 7 through September 25. Four library employees were honored at the citywide employee recognition event on August 19 – Yesenia Villeda and Laura Francillon for five years of service;

Amelia Heini for 10 years and Nancy Wittig for 35 years. Joe then reported that the Site-Location Subcommittee of the LETF met on August 18 and refined its responsibilities. He finished his report by stating that Clackamas County has hired a consultant to study the operations of the Library Network Office.

Library Board Support for the Friends: Mark asked how the Library Board could best support the efforts of the Friends of the Library. Joe said that the Friends can always use Board help at their fundraising activities such as the Sunday Market, the Pond House Used Book Store and the annual Book Sale. Friends' President Carol Kay has announced her intention to retire from her current office at the end of the year. Carol will remain as the Book Sale coordinator. Joe asked that Board members be on the lookout for candidates to succeed Carol as Friends' President.

General Comments: Mark noted that the Friends' fundraising totals have improved over the past several years to the point where these figures exceed a recognized benchmark of 2.5% of the library's budget. Kay and Mark then talked about how best to provide computer instruction to library patrons. Kay discovered that the Milwaukie Center provides such classes and brought a brochure to the meeting. Joe promised to make copies of the brochure and give them to the reference librarians. Mark suggested that computer instruction classes could be taught at the high school and that the Friends could subsidize registration fees for these classes. He then said that he would propose that the Friends support this project at their 2012 Wish List meeting. Tom stated that he would like to convey to the Friends the Board's utmost appreciation for their constant and generous support of library programs.

Progress Reports and Updates:

Library Expansion Task Force (LETF): Ed reported that the Site-Location Subcommittee (SLS) of the LETF met on August 18 under the Chairmanship of Tom Hogan. At that meeting, the SLS refined its charge and stressed that the first priority was to determine the expansion capability at the current site. They decided that it needs to work very closely with the Programming Subcommittee. LETF Chairperson Scott Churchill will examine the library expansion plans from 2003 and will begin looking for a firm to evaluate the current library site. Joe then stated that the Council had approved the distribution of the three upcoming library expansion surveys.

Authors' Quarterly Update: Library Board Member Ed Zumwalt reported that 17 people attended the July Authors' Quarterly event.

Poetry Series Update: Tom announced that Henry Hughes presented an excellent poetry workshop on August 13 at the Pond House. The fliers and posters for the Fifth Season of the Milwaukie Poetry Series are being distributed. Jessica Lamb will read her poetry on September 14.

The Ledding Library Board went into an executive session at 8:00pm and later adjourned at 8:30pm.